EMPLOYMENT RELATED SKILLS IN THE CLASSROOM FOR YEARS 9-12

Employers consider that employment related skills are just as important as job-specific or technical skills. You gain a variety of employment related skills in every subject you study at school. Therefore, it is important to record all the skills you develop so you can prepare a résumé and be better prepared to select courses and careers in the future.

Below is a list of employment related skills with definitions to help you understand what they mean.

Self-management	Ability to take the responsibility for setting and achieving personal goals
Initiative and enterprise	Ability to seek/take advantage of opportunities
Learning	Ability to achieve new skills and/or knowledge
Communication	Ability to express and understand information
Teamwork	Ability to work effectively with others to get things done
Planning and organising	Ability to coordinate and prioritise tasks and resources
Problem solving	Ability to identify problems and develop solutions
Technology	Ability to use appropriate technologies to complete tasks
Cross-cultural understanding	Ability to respect diversity and act without discrimination